

**Virginia Defense Force Regulation 165-1**

**Religious Support**

# **Virginia Defense Force Chaplain Corps Activities**

**VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230**

**01 JULY 2015**

# ***SUMMARY of CHANGE***

Virginia Defense Force Chaplain Corps Activities

This major revision, dated 01 July 2015--

- o Identifies and explains the primary, secondary and other related duties of Chaplains (chap 1).
- o Describes duties and responsibilities for Chaplains when serving as a member of a Notification Team (chap 1).
- o Explains the role of the Unit Ministry Teams and establishes duties for members (chap 1).
- o Establishes reporting requirements for activities outside of normal MUTA, UTA, and SAD (chap 1).
- o Identifies people applying to the VDF requesting to become Chaplains as Chaplain Recruits for administrative purposes (chap 2).
- o Standardizes education and experience requirements for Chaplains (chap 2).
- o Organizes and established the recruitment process for chaplains (chap 2).
- o Establishes the officer and enlisted Chaplain Candidate Programs (chap 4).
- o Establishes basic training requirements for non-prior service Chaplains (chap 5).
- o Establishes the role, duties and responsibilities of Chaplain Assistants (chap 8).

**Headquarters  
Virginia Defense Force  
Richmond, VA 23230  
01 July 2015**

## **Religious Support**

### **VDF Chaplain Corps' Activities**

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**History.** This publication is a major revision. The first edition of VDF Regulation 265-1 was preceded by a LOI dated 01 SEP 1994, and subsequent revisions dated 4 April 2002, and 9 October 2009. Corps experience in the years since the last update of VDFR 265-1 serve as modifying input for this regulation. The regulation was rewritten and reorganized to conform with changes to DA Pam 25-40.

**Summary.** This regulation describes the VDF Chaplain Corps organization, responsibilities, and mission as it corresponds to the Chaplain Corps of the Armed Forces of the United States.

**Applicability.** This regulation applies to VDF Chaplains and Chaplain Assistants at all levels unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the VDF Command Chaplain. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

**Suggested improvements.** Users are invited to send comments and suggested improvements by letter directly to the VDF Command Chaplain at the address above.

**Distribution.** This publication is available in print and electronic media and is intended for Chaplains and Chaplain Assistants at all levels.

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Brigadier General, Virginia Defense Force

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## Chapter 1 Introduction

### 1-1. Purpose and Responsibilities

**1-1. Purpose.** This chapter established the policies concerning the responsibilities and duties of Chaplains and Chaplain's Assistants (CA) for meeting the religious and spiritual needs of the Virginia Defense Force (VDF).

**1-2. The Role of Chaplains.** Although some Chaplains are assigned to VDF Regiments, all Chaplains report directly to the Command Chaplain.

- a. The Command Chaplain exercises staff supervision over all VDF Chaplains and assigns VDF Chaplain Corps personnel to the subordinate VDF commands. The Command Chaplain oversees the religious duties and related activities within the VDF. The Command Chaplain maintains religious discipline in the Chaplain Corps. Chaplains are responsible to the Command Chaplain in matters of professional conduct and ministerial credentials. Chaplains are responsible to the Regimental commanders where they are assigned in matters of clergy confidentially.
- b. Consistent with the traditions and regulations of the Armed Forces of the United States, the unit commander bears primary responsibility for the religious, spiritual, and moral condition of the members of the command. The Chaplain serves as the staff officer that discharges these responsibilities for the commander. The Chaplain is attached to the personal staff of the commander and has direct access to the commander.
- c. Regiment Chaplains may exercise staff supervision over Regiment Support Chaplains attached to subordinate commands and/or at the direction of the Command Chaplain.
- d. All Chaplains may approach the Command Chaplain about any matter at any time with or without consultation and consent of Regiment Chaplains.

### 1-3. Professional Status of Chaplains

- a. Chaplains have a dual role as religious ministers and as staff officers. The primary role of the Chaplain is as a religious minister. The Chaplain serves on the commander's personal staff and has direct access to the commander. The Chaplain serves as a personal advisor, confidant, and pastor to the commander in matters of religion and morality. The Chaplain is a commissioned officer in the VDF and is addressed as "Chaplain" regardless of rank. Proper religious titles may also be used (e.g. Father, Rabbi, etc.) consistent with the customs of the Chaplain's religious order. Privileged communications between the Chaplain and any person are not to be disclosed for any reason whatsoever. Privileged communication is protected by professional standards of ethics and by the Code of Virginia:

*§ 19.2-271.3. Communications between ministers of religion and persons they counsel or advise. No regular minister, priest, rabbi, or accredited practitioner over the age of eighteen years, of any religious organization or denomination usually referred to as a church, shall be required in giving testimony as a witness in any criminal action to disclose any information communicated to him by the accused in a confidential manner, properly entrusted to him in his professional capacity and necessary to enable him to discharge the functions of his office according to the usual course of his practice of discipline, where such person so communicating such information about himself or another is seeking spiritual counsel and advice relative to and growing out of the information so imparted.*

*§ 8.01-400. Communications between ministers of religion and persons they counsel or advise. No regular minister, priest, rabbi, or accredited practitioner over the age of eighteen years, of any religious organization or denomination usually referred to as a church, shall be required to give testimony as a witness or to relinquish notes, records or any written documentation made by such person, or disclose the contents of any such notes, records, or written documentation, in discovery proceedings in any civil action which would disclose any information communicated to him in a confidential manner, properly entrusted to him in his profession capacity and necessary to enable him to discharge the functions of his office*

*according to the usual course of his practice or discipline, wherein such person so communicating such information about himself or another is seeking spiritual counsel and advice relative to and growing out of the information so imparted.*

- b. Chaplains shall not be ordered to any duty that is outside the professional expertise of the Chaplain, or to duty that is judged by the Chaplain to be inconsistent with his/her position as a Chaplain or inconsistent with their religious vocation. Chaplains are not prohibited from volunteering for non-chaplaincy duties or training commensurate with their military rank, experience, and expertise.

**1-4. Primary duties of Chaplains.** The first responsibility of Chaplains is to provide ministerial care, sacraments, and religious instruction to VDF personnel, VDF personnel family members, and other military personnel and dependents. Chaplains may fulfill this responsibility personally or coordinate with command authority to make provision of the same when the Chaplain and the personnel are not of the same or similar faith.

**1-5. Secondary Duties.** The secondary responsibility of Chaplains is to conduct services for divine worship consistent with the Chaplain's religious order during training duty or state active duty (SAD). It is the duty of the Chaplain to encourage personnel to exercise their right of religious practice.

- a. Invocations before meetings, meals, blessings asked for endeavors, commemorative prayers, and other usual, traditional and customary public religious activities are understood not to be services of divine worship, but are elements of polite civil, governmental, and military life. Therefore, members of the VDF will not be excused from such activities when the Chaplain undertakes them at the direction of the commander, and Chaplains are expected to offer appropriate public prayer consistent with their faith and consistent with the VDF policy of ecumenism upon request of the commander.
- b. The Chaplain alone shall determine the content of services of divine worship. Services of divine worship shall never be made compulsory for VDF personnel.
- c. A unit commander may elect to schedule religious services for units during weekend unit training assembly (UTA), All Hands, MUTA, and SAD. A time and location dedicated solely for voluntary religious participation shall be designated. No other training shall be in conflict. As a practical matter, commanders may prohibit all other activities during services of divine worship when doing so will not endanger the welfare of unit personnel. Worship service times are to appear on the training schedule as a method of informing personnel of this optional activity.
- d. Chaplains are authorized to conduct rites, ceremonies, sacraments, and services as required by their respective denomination. Chaplains will not be required to take part in worship when such participation is at variance with the tenets of their faith.

**1-6. Other responsibilities of Chaplains.** These responsibilities include providing religious rites and ceremonies upon request to VDF members and families when not on training duty or state active duty. This area of responsibility includes but is not limited to baptisms, circumcisions, confirmations, weddings, services for the deceased, consecrations, and other such rites and ceremonies as may be consistent with the religious faith of the Chaplain.

**1-7. Duties as Member of the Notification Team.** It is the duty of the Chaplain to accompany VDF personnel making notification of death, injury, or illness to the next-of-kin. This regulation strictly prohibits Chaplains from making notification to next-of-kin. The Chaplain shall accompany the notification team, and may stay at the point of notification after such notification has been made.

**1-8. Additional Duties.** Additional duties of the Chaplain include, but are not limited to, instructional classes upon request of the VDF Chief of Staff on character development, personal responsibility, public speaking, and other such skills as the Chaplain's considerable education and talents might enable the Chaplain to teach.

- a. The Chaplain shall advise the commander in matters of religion, ethics and morality, and advise the commander and staff when training might conflict with religious observance (e.g. to advise against holding the Division MUTA on Easter).
- b. The Chaplain shall assist the Command Chaplain and commanders in the recruiting of Chaplains and Chaplain Assistants for the VDF.
- c. The Chaplain shall provide Chaplain services to his/her attached command and to all subordinate commands who are without an assigned Chaplain. The Command Chaplain will designate Chaplains to provide service to commands.
- d. The Chaplain shall present and promote the ministry of the VDF Chaplain Corps in the religious community and present the mission of the VDF to churches, synagogues, and other faith communities.

#### **1-9. Prohibitions.**

- a. Chaplains shall not serve as morale officer unless the duty of morale officer is an assigned additional duty. The Chaplain is NOT to be a 'social director' for a military unit.
- b. Chaplains shall not serve on promotion boards, officer or enlisted review boards, or award boards.

**1-10. Unit Ministry Team (UMT).** The UMT is a task-organized mission-based team designed to accomplish and support the religious, spiritual, and ethical needs of soldiers in accordance with command responsibilities. The UMT consists of one Chaplain and one Chaplain's Assistant assigned to the same unit, whose personnel are drawn either from the Command Chaplaincy staff or the forward deployed Regimental Ministry Teams per the FORCE MTO. The Regimental UMT's also support subordinate commands. UMT Chaplains have direct access to their attached unit commander for all chaplaincy issues. Chaplain Assistants have direct access to their CSM for all chaplaincy issues.

**1-11. Mission.** UMT missions vary by echelon of assignment.

- a. Subordinate Commands. The Subordinate Command UMT creates worship opportunities; conducts pastoral care, performs, provides for, and coordinates the religious support mission for the Subordinate Command; conducts stress/suicide/battle fatigue prevention and care; provides religious support to casualties/caregivers/grieving unit members; supports casualty notification teams; coordinates with community religious leaders for support in areas outside the Chaplain's faith; coordinates with local religious leaders before conducting worship services open to the general public; coordinates with or assists local religious leaders during operations in VDF-controlled shelters.
- b. Regiment. In addition to the above, the Regiment UMT supervises and provides guidance to Subordinate Command UMT's; conducts UMT training for Subordinate Command UMTs; provides assistance visits to Subordinate Command UMTs to help with administrative and technical skills; acts as a communications link with UMTs at higher headquarters.
- c. Force Headquarters. In addition to the above, the Force Headquarters UMT acts as a critical advisor to commanders at all levels of the Force Headquarters on religious support & quality of life issues; mentors subordinate UMTs; recommends Chaplain/Chaplain Assistant assignments, determines training objectives; and conducts religious support training.
- d. National Guard Support. The National Guard Support UMT assists the Virginia National Guard (VAANG) within the Chaplain's and Chaplain Assistant's realm of experience and training. VAANG support UMTs function as support elements to the Chaplains within the VAANG.

**1-12. Chaplaincy Ministerial Domain.** The Chaplain shall not be required to have specific orders to travel to or from any place where the Chaplain functions as professional clergy, e.g., hospital visits, funerals, worship services, or public functions where the Chaplain offers prayers, invocations or undertakes any other public or private ministerial function, interviews prospective recruits, visits Chaplains of subordinate commands, or functions as a Chaplain at the request of any unit commander. This regulation shall stand as de jure orders for the Chaplain to effect usual, customary and reasonable ministerial services for VDF personnel, and to perform public ministry functions for military personnel in and out of uniform.

**1-13. Chaplain Reporting Requirements.** Whenever a Chaplain is called upon, or otherwise performs duties outside of the normal UTA, MUTA, SAD, the Chaplain shall report the date, time, location, hours involved and a description of the duties performed using a VDF form ATEV (Alternative Hours or Extra Training Certification) to the Command Chaplain, or to the Deputy Command Chaplain, with a copy to the commander of the unit to which the Chaplain is attached within 72 hours of completing the duty.

**1-14. Principles of Ecumenism.** To the maximum extent allowed by the Chaplain's endorsing authority, the VDF Chaplain is expected to be inclusive as conscience and good order shall permit. Principles of ecumenism shall be discussed in recruiting. Changes in doctrine of discipline by the Chaplain's faith community or personal positions that prohibit the Chaplain from effective function in an ecumenical environment may be the grounds for non-prejudicial discharge or transfer to the VDF Reserves.

**1-15. Reserve Duty.** Fully-credentialed Chaplains assigned to the VDF Reserve may be attached by the Command Chaplain to serve with units that do not have a permanently assigned Chaplain.

## Chapter 2

### CHAPLAIN RECRUITS: QUALIFICATIONS AND PROCESS

**2-1. Chaplain Recruits.** Persons identified as potential Chaplains, who are actively seeking to join the VDF, are designated Chaplain Recruits. This designation is for convenience, does not guarantee commissioning, nor does it confer any other status.

### **2-2. Academic, Experience, Endorsement, Insurance, and Physical Requirements.**

- a. Education and experience. Chaplain Recruits must have:
  - (1) A baccalaureate degree of not less than 120 semester hours from an accredited college or university listed in the current edition of the American Council on Education's (ACE) Accredited Institutions of Postsecondary Education, or from a school whose credits are accepted by an approved college or seminary. This degree requirement is IAW VADFR 600-100 (Commissioning of VDF Officers) and no waivers may be issued.
  - (2) An additional graduate degree from an accredited college or university, in theological or religious studies in such area of study as the Chaplain Recruit's religious orders require; having earned at least a total of 72 semester hours in graduate work in these fields of study. The graduate professional study requirement can be met only at a graduate school listed in the current edition of the American Council on Education's (ACE) Accredited Institutions of Postsecondary Education.
  - (3) A minimum of four (4) full years as the leader in charge of a faith community. That is four (4) full years of experience as the senior pastor, priest, rabbi, or other minister of a congregation.
- b. Endorsement. Chaplain Recruits must have the approval of their faith organization to serve as a Chaplain. This approval is demonstrated through ordination and endorsement.
  - (1) Ordination Requirement. No person shall be appointed as a Chaplain in the VDF without documented credentials to such religious orders as enable the applicant to serve as the senior minister, priest, rabbi, or other pastoral leader of a congregation regularly meeting in the Commonwealth of Virginia (i.e., ordination or such other credentialing practiced in the Chaplain's faith). Such credentialing must be regular, valid, permanent, and currently in effect. The Chaplain Recruit must be in good standing, and must provide contacts for authentication of ministerial credentials.
  - (2) Formal endorsement by ecclesiastical authority is required of all Chaplain Recruits. Endorsement may be from the endorsing agency for military chaplains for the Chaplain Recruit's faith community; or, from an ecclesiastical authority, association or jurisdictions situated in the Commonwealth of Virginia; or, from a local congregation which the Recruit serves in a professional capacity (e.g. paid staff.).
  - (3) Chaplain Recruits who are currently serving as senior pastors, rectors, teaching elders, rabbis, or otherwise the senior clergy of a congregation regularly meeting in the Commonwealth of Virginia will also provide a statement from their congregation's governing board that the congregation will support the Chaplain Recruit in his/her ministry and Chaplaincy within the VDF.
  - (4) Chaplain Recruits are encouraged to present VDF Chaplaincy to their congregations as an extension of their congregational work.
  - (5) Former Chaplains of any branch of the military services of the United States meet all VDF requirements, provided they were discharged under honorable conditions and have

maintained their ecclesial endorsement. No other chaplaincy service may be substituted for the requirements of this regulation.

c. Malpractice insurance requirements.

- (1) A Chaplain Recruit shall sign an affidavit stating that the Chaplain Recruit has never been refused coverage for pastoral counseling malpractice insurance and has not had a policy terminated for any cause other than nonpayment of premium.
- (2) A Chaplain Recruit shall sign an affidavit stating that the Chaplain Recruit has never been refused coverage for sexual misconduct insurance nor has had a policy terminated for any cause other than nonpayment of premium.
- (3) Upon request by the Command Chaplain, a Chaplain Recruit shall provide a certificate of insurance from the underwriter providing pastoral counseling malpractice insurance and/or sexual misconduct insurance; or, documentation from the ordaining authority accepting liability; or, a letter stating that the Chaplain personally accepts all such liability.

(d) Physical requirements

- (1) Chaplain Recruits are expected to be able to function during an emergency deployment of up to 72 hours. Any illness or infirmity or debility that would require medical intervention during that time frame must be disclosed to interviewing officers.
- (2) Chaplain Recruits must have the physical ability to drive or be driven across the Commonwealth of Virginia, conduct a 1-hour worship service or funeral, and travel home safely.

(e) Other requirements.

- (1) Command Chaplain Interview and endorsement. Chaplain Recruits shall be interviewed by the Command Chaplain. A favorable endorsement by written memorandum must be received with any personnel action form before any person is appointed or commissioned as a Chaplain. The interview by the Command Chaplain shall include personnel transfers from the VDF Reserve to the active cadre.
- (2) Non-clergy professional review. While the Chaplain is an officer by virtue of ministerial credentials, the Chaplain is nonetheless a military officer. As such, the Chaplain Recruit must demonstrate by interview or examination by the Command Chaplain or such officer or officers the Command Chaplain shall appoint, that the Recruit has the qualities and skills necessary for every office, including, but not limited to:

Professional appearance  
Confidence  
Ability to articulate answers to questions  
Bearing  
Motivation  
Sense of duty

**2-3. Recruitment Process.** Chaplain Recruits shall submit all required forms and applications as described in VDF Regulation 600-10, as well as documentation of their academic, experiential, and ecclesial qualifications as outlined above, to the Command Chaplain.

- a. Chaplain Recruits shall submit a resume of ministerial education and experience to the Command Chaplain for review. If the Chaplain Recruit is recommended, the recommendation will be reviewed by the VDF Commander.
- b. Chaplain Recruits may be required to submit a 300-600 word essay describing the process by which they came into the ministry, or a sermon manuscript written by the Chaplain Recruit, for review by the Command Chaplain. The purpose of this essay is to assist the Command Chaplain in determining the Chaplain Recruit's suitability for Chaplaincy in a military environment.
- c. All application documents shall be reviewed initially by the Command Chaplain or, in the Command Chaplain's absence, by a Chaplain designated by the Command Chaplain. Following this review and written endorsement, the application package will be forwarded to Force HQ for inclusion in the Chaplain Recruit's personnel file.
- d. No one shall be commissioned as a Chaplain without a written endorsement to the VDF Commander from the Command Chaplain. VDF Forms 3R issued without a favorable endorsement from the Command Chaplain and approved by the VDF Commander are null and void. VDFR 600-10 requires that all Chaplain appointments be made only by Force Headquarters personnel action orders.
- e. Chaplains and Chaplain Recruits with previous military service shall provide the Command Chaplain with copies of their service discharge records (DD 214 or NGB 22) before commissioning. The Chaplain or Chaplain Recruit will also provide a signed release of military records (SF-180) so that original copies of their military records may be placed in their personnel files.

## **Chapter 3**

### **INITIAL APPOINTMENTS, PROMOTIONS, AND TRANSFERS**

**3-1. Initial Appointments.** Chaplain Recruits meeting all requirements of this regulation, including ecclesial authority endorsement, may be appointed as Captain.

**3-2. Promotions.** Meeting the educational and experience requirements for a given rank are not the sole criteria for promotion. In addition to the requirements of VDFR 624-1 (VDF personnel must complete all basic VDF courses and required FEMA courses to qualify for promotion from their current grade), Chaplains and Chaplain Assistants are subject to the following requirements. The Command Chaplain must recommend all Chaplain and Chaplain Assistant promotions.

#### **3-3. Reduction and Transfers.**

- a. Transfers of VDF Soldiers into the Chaplaincy. VDF officers seeking transfer to the VDF Chaplain Corps are required to meet all educational and experience standards of this regulation. This may require non-prejudicial reduction in grade to conform to Chaplain Corps requirements. All VDF Soldiers, including, but not limited to, prior Federal officers who were not Chaplains, are subject to the same requirements. Reduction in rank, regardless of any previous rank held in any other service, may be necessary depending on the receiving billet.
- b. Transfers of VDF Chaplains into non-Chaplain billets. Chaplains who seek transfer to non-Chaplain billets must meet all professional standards for the billet to which they seek transfer, and must have favorable endorsement from the Command Chaplain as well as the VDF Commander and any unit commander affected. Reduction in rank may be necessary depending on the receiving billet.
- c. Chaplains serving at the time of adoption of this regulation shall not suffer any reduction in rank because of professional standards requirements contained in this regulation, but are subject to all requirements for this regulation for future promotion, commission, or appointment. Chaplains in the VDF Reserve shall meet all requirements of this regulation before transfer to any billet in the VDF.

## **Chapter 4**

### **CHAPLAIN CANDIDATE PROGRAM**

#### **4-1. Qualifications for Chaplain Candidates, Initial Appointments and Promotions**

- a. Chaplain Recruits (as defined in Para 2-1 above), who meet the endorsement requirements (as defined in Para 2-2.b above), who possess a baccalaureate degree IAW VDFR 600-10 and VDFR 624-1, and are eligible to be commissioned as a VDF officer, but who do not possess the educational or experience requirements for Chaplains, may be commissioned as Chaplain Candidates.
- b. Chaplain Candidates not possessing the additional theological degree or the pastoral experience may be appointed as 2LT. They may be promoted to 1LT when they obtain the required theological education.
- c. Chaplain Candidates not possessing the additional theological degree, but who have the required experience may be appointed as 2LT.
- d. Chaplain Candidates possessing the additional theological degree, but not having the required experience may be appointed as 1LT.
- e. Summary: A Chaplain Candidate who does not possess the additional theological degree is appointed as 2LT. A Chaplain Candidate who possesses the additional theological degree is appointed as 1LT. When the Chaplain Candidate obtains both the additional theological degree and the required experience, they are then appointed as a Chaplain, in the grade of Captain. Chaplain Candidates are ineligible for promotion above the grade of 1LT until the theological education and experience requirements are both met.
- f. In addition to the theological education and ministry experience, Chaplain Candidates must complete all the training required of VDF officers as found in VDFR 600-10 and in VDFR 624-1 (refer to Para. 3-2 above) before being appointed as a Chaplain.
- g. For purposes of this regulation, full time employment as associate pastor shall be counted as time served as senior pastor. However, positions which do not involve leadership of the larger faith community such as youth pastor, minister of music, minister of Christian education, cantor, etc., shall not be counted as years of service as senior pastor. For purposes of clarity and example, the descriptions of acceptable experience levels listed herein are made in terms of the most commonly found clerical offices within the Commonwealth of Virginia. When there is any question about how time in clergy service shall be counted, or the method by which pastoral service in faith communities employing other titles shall be used, the Command Chaplain shall make a recommendation to the VDF Commander.

#### **4-2. Enlisted Chaplain Candidates**

- a. Chaplain Recruits who desire to become a VDF Chaplain, but who do NOT yet possess the required baccalaureate degree IAW VDFR 600-10 and VDFR 624-1, are ineligible to be commissioned as a VDF officer, and no waivers are authorized. These Chaplain Recruits are eligible to become Enlisted Chaplain Candidates
- b. If the Chaplain Recruit is enrolled in an academic program leading to a theological degree, is on track for ordination within their faith community, or is already serving as the pastor of a faith community, they may be enlisted as a Chaplain Candidate at a rank commensurate with their education, experience, or their former military grade. When the Enlisted Chaplain Candidate obtains the required baccalaureate degree, they may be commissioned as 2LT IAW this Section, Paragraphs a. through e.

#### **4-3. Assignments and duties of Chaplain Candidates**

- a. Enlisted Chaplain Candidates will be assigned to the Command Chaplain as Chaplain Program personnel with duties and responsibilities to be prescribed by the Command Chaplain. They will be required to meet all VDF enlisted requirements for training and promotion.
- b. Commissioned Chaplain Candidates will be assigned to the Command Chaplain as Chaplain Program Officers with duties and responsibilities to be prescribed by the Command Chaplain. The Command Chaplain may assign Chaplain Candidates to VDF units to serve as a Chaplain if the Command Chaplain deems this to be appropriate.

## **Chapter 5**

### **BASIC QUALIFICATION (BCQ) TRAINING FOR CHAPLAINS**

**5-1. Basic Chaplain Qualification (BCQ) Training Requirements.** The VDF requires that all Officers with no prior military service complete the one year long, Basic Officer Leadership Course (BOLC). This requirement has been waived for Chaplains, JAG Officers, and medical officers. Commissioned members of the VDF Chaplain's, Medical, and JAG Corps who are non-prior military service shall complete the VDF Professional Officer's Development Course (PODC), which is modelled after the Basic Officer Leadership Course (BOLC).

### **5-2. Training requirements for all Chaplains and Chaplain Assistants**

- a. VDF Chaplains are VDF Officers, and as such are required to meet the training requirements as set forth in VDF Regulation 624-1, Appendix X.
- b. Appendix B of this regulation sets forth the training requirements for all Chaplains and Chaplain Assistants.

## **Chapter 6**

### **THE COMMAND CHAPLAIN**

**6-1. Position.** The Command Chaplain shall function as the senior Chaplain within the VDF. The Command Chaplain shall exercise direct supervision of all Chaplains attached to all echelons of subordinate commands. The Command Chaplain is the Chief, VDF Chaplain Corps.

**6-2. Deputy Command Chaplain.** The Command Chaplain may appoint a Deputy Command Chaplain to assist with the duties above. Such appointment will be published by formal orders and be subject to the approval of the VDF Commander. The Deputy Command Chaplain may be delegated any of the duties outlined in this regulation.

**6-3. Legal Definition.** The Command Chaplain, for purposes of Code of Virginia § 57-16, is the ecclesiastical officer for the VDF Chaplain Corps. Religious articles, books, sacramental vessels, and appointments for worship, and any personal or real property consecrated for sacred use and thus inappropriate for state property, shall be secured by the ecclesiastical officer.

#### **6-4. Duties.**

- a. The Command Chaplain shall from time to time meet and observe Chaplains that are attached to subordinate commands while functioning in training, staff meetings, UTA, MUTA, and other activities of subordinate commands.
- b. The Command Chaplain shall supervise and qualify Chaplain contract personnel and volunteers retained or organized to support VDF training, mobilization or deployment. This shall include child care during chapel services, personnel for religious instruction, pastoral counselors, and contract or volunteer ministers of faiths not represented in the VDF Chaplain Corps, but required to meet the religious needs of VDF personnel.
- c. Matters of discipline pertaining to the VDF Chaplain Corps shall be reported by the Command Chaplain to the VDF Commander. The VDF Commander may correspond with the Command Chaplain endorsing ecclesiastical authority.

**6-5. Discipline of the VDF Chaplain Corps.** The Command Chaplain is charged with the responsibility of maintaining good order and discipline in the Chaplain Corps, especially with respect to matters of religious conduct.

- a. Chaplains are attached to unit commanders by the Command Chaplain. Commanders may not be knowledgeable of particular codes of conduct and traditions of the various faith groups represented by the Chaplains. Accordingly, the Command Chaplain must exercise care and caution to ensure that appointments of Chaplains meet both the diverse needs of the unit to which they are attached and the specific needs of the unit commander.
- b. The Command Chaplain has authority to discharge their responsibility by issuing letters of reprimand through the VDF Commander, suspending Chaplain credentials, recommending against promotion, assigning remedial training, requesting resignation, and in severe cases, recommending discharge, and other such actions as good order shall require.
- c. The Command Chaplain may encourage good performance and performance above and beyond the call of duty by letters of commendation, recommendations for promotion, assignment to greater areas of responsibility, and other such actions as good order shall require.
- d. The Command Chaplain may, from time to time recommend optional or designate mandatory standards of continuing education for the Chaplain Corps. Chaplains who fail to meet mandatory continuing education standards shall be transferred to the VADF Reserve until standards are met. It is the policy of the Chaplain Corps that continuing education requirements and other training have objective performance standards.

- e. The Command Chaplain may, from time to time issue letters of instruction (LOIs) giving direction concerning religious matters not covered by this regulation to insure uniformity and interoperability throughout the VDF Chaplain Corps. LOIs will be incorporated into successive revisions of this regulation.

**6-6. Misconduct of a Chaplain.** Any commander who charges or suspects a Chaplain of misconduct will notify the Command Chaplain in the strictest confidence.

- a. The Command Chaplain may suspend the Chaplain Corps credentials of any Chaplain pending an investigation; however, such suspension shall be limited to Chaplain Corps credentials and ministerial activity within the VDF, and shall in no way affect the standing of the Chaplain as an officer in the VDF IAW principles of due process and military discipline. Chaplains who are reinstated shall have no record of suspension of credential in any file.
- b. Any Chaplain who is placed under discipline by the Chaplain's faith community, whose license or ordination or appointment is revoked or expires, or who is suspended or otherwise restricted by any ecclesiastical or civil authority, shall report the same immediately and in writing to the Command Chaplain.
- c. All Chaplains must immediately notify the Command Chaplain if they:
  - (1) are arrested, indicted, charged with any offense.
  - (2) are sued for any reason.
  - (3) cause or are associated with any public notorious act.
  - (4) are adjudicated mentally incompetent.
  - (5) are voluntarily or involuntarily admitted to a mental institution, or are under the care of a mental health professional.
  - (6) are incapacitated in any way.

## Chapter 7

### UNIFORM, INSIGNIA, IDENTIFICATION CARDS, AND HONORARIA

**7-1. Chaplain Corps Uniform.** The purpose of uniformed Chaplaincy is to allow the Chaplain to interact seamlessly with soldiers. VDF Chaplains wear the same duty uniform as other soldiers assigned to the same unit and as specified on the training schedule, unless other duties the same day require a different uniform.

- a. Chaplains are authorized, but not required, to wear the uniform (VDF Class A, B, or C) when performing any Chaplain function at any time or any place other than regular drills, UTA, MUTA, FTX, and SAD deployments. This includes making presentations about VDF Chaplaincy before their own congregations or other faith groups for the purpose of recruiting personnel for the VDF Chaplain Corps.
- b. Chaplains are required to possess a class C uniform conforming to the VDF uniform standards to be used for the conduct of services of divine worship when the uniform of the day is class C.
- c. Chaplains are required to possess Class A and B uniforms conforming to VDF uniform standards to be used for the conduct of services of divine worship when such uniform is appropriate.
- d. Effective September, 2016, the VDF uniforms will consist of the Army Service Uniform (Blue) and the ACU-Woodland pattern. VDFR 670-1 provides details regarding specific uniform information and descriptions. Until September, 2016, the current Army Service Uniform (Green) - A & B – BDU uniform are authorized for wear, however, the new uniforms are also authorized for wear during this transition time.
- e. When conducting religious services, Chaplains will wear the appropriate military uniform with such vestments or other appropriate attire established by religious law or common practice. Such vestments include but are not limited to a Chaplain's scarf, stole, yarmulke, tallit, etc., and such items may be worn with the uniform while conducting religious services and during the period immediately following such service.

**7-2. Chaplain Corps Insignia.** The VDF Chaplain Corps insignia matches the insignia currently in use by the U.S. Army for Chaplains of their respective faiths. No other insignia are authorized by this regulation. The Division Chaplain will authorize other insignia by LOI addressed to each Chaplain individually if other insignia are necessary.

- a. The Chaplain is required to wear Chaplain Corps insignia on all uniforms as directed by VDFR 670-1.
- b. The Chaplain is required to wear the appropriate Chaplains Corps insignia of their faith on their hats in place of insignia of rank as directed by VDFR 670-1.
- c. The Chaplain is required to wear the Chaplain Corps insignia of their faith in place of the crossed saber and musket of the militia branch of service device on the class A uniform jacket as directed by VDFR 670-1.
- d. On the class B uniform shirt, the Chaplain Corps insignia will be worn centered above the left shirt pocket flap.
- e. Only Chaplains of the VDF currently under appointment as officers and assigned to a Chaplain billet are authorized to wear Chaplain insignia. Prior Chaplains from federal service or any other Chaplain or minister of religion are prohibited from wearing Chaplain Corps insignia while in VDF uniform. Unauthorized wearing of Chaplain Corps insignia is a chargeable offense equivalent to impersonating an officer. The Chaplain Corps insignia is a visible indicator to military personnel that when speaking to the Chaplain they have the privilege of confidentiality and the protection of standards of this regulation.

- f. Commissioned Chaplain Candidates (as identified in Chapter 4 above), will wear the saber and musket branch insignia on their collar along with their rank insignia on the other. They will also wear the US Army Chaplain Corps Regimental Crest over the left front pocket flap on the class C uniform.
- g. Commissioned Chaplain Candidates wear the US Army Chaplain Corps Regimental Crest above the right front pocket flap or (if worn) above unit awards on the class A & B uniform.
- h. Commissioned Chaplain Candidates wear the US Army Chaplain Corps Regimental Crest on the Class A (green jacket) uniform on the upper left lapel. On the upper right lapel Commissioned Chaplain Candidates wear the VA disk.
- i. Enlisted Chaplain Candidates wear the same uniform insignia as Chaplain Assistants (Paragraph 8-6 below).

**7-3. Chaplain Identification Cards.** Force Headquarters is authorized to issue Chaplain identification cards for Chaplains to use in gaining clergy privilege access to VDF personnel in civilian hospitals and other institutions. The Command Chaplain will approve all Chaplain Identification cards. Such identification cards as may be issued from time to time shall identify the Chaplain and shall state that the Chaplain identification card is valid only with a current VDF identification card. Chaplain identification cards do not replace VDF identification cards, and may not serve in place of VDF identification cards for any military purpose.

**7-4. Honoraria.** Chaplains shall respectfully decline any honoraria deriving from provision of ministerial services during any drill, UTA, MUTA, or deployment. Acceptance of honoraria for ministerial services while not under orders of UTA, MUTA, FTX, and SAD shall be subject to the Code of Virginia, the regulations of the IRS, and any regulative principle of the Chaplain's faith community.

## **Chapter 8**

### **CHAPLAIN ASSISTANTS**

**8-1. The Role of the Chaplain Assistant.** Chaplain Assistants (CAs) have a unique mission in the Virginia Defense Force. They are soldiers, leaders, and counselors. While Chaplains serve in a religious role primarily and an administrative role secondarily, the Chaplain Assistant's role is the reverse: they are primarily administrative and secondary religious. Chaplain Assistants are not assistant Chaplains or vice-Chaplains. While they may exercise such religious functions as their ecclesial qualifications permit, their primary role is to support the Chaplain.

#### **8-2. Qualifications.**

- a. CAs must be a member of a faith community, regularly attending, in the Commonwealth of Virginia in good standing.
- b. CAs must possess a valid driver's license. They must be able to use standard desktop computer office suites (example: MS Office). CAs must be willing to drill with the UMT at any armory.

**8-3. Application and Assignment.** All CAs must be approved by either the Division Chaplain or the Deputy Division Chaplain. CAs will not be required to work outside of their faith background, except in circumstances where they and the Chaplain they are working with both agree.

#### **8-4. Duties of the Chaplain Assistant.**

- a. Administrative duties: Safeguards privileged communications and offerings; arranges religious retreats and memorial ceremonies; receives, screens and refers visitors and prospective counselees; performs office administration functions using automated systems to include inventorying supplies and equipment and determining supply requirements; maintains Chaplain vestments and religious items, provides for emergency ministrations in field deployment situations.
- b. Religious duties: Performs religious support duties for Unit Ministry Team (UMT) programs, worship services and crisis intervention; performs UMT functions in field environment; applies communication skills in crisis and potential suicide intervention; supports the UMT family readiness program; coordinates UMT activities and maintains physical security of UMT facilities/equipment.

**8-5. Confidentiality.** As part of a UMT, CAs are subject to the rules of confidentiality of this regulation. The Chaplain shall exercise direct staff supervision of CAs in the same echelon of command.

**8-6. Uniforms.** CAs are authorized the following variances to VDFR 600-1:

- a. CAs wear the US Army Chaplain Corps Regimental Crest over the left front pocket flap on the class C uniform.
- b. CAs wear the US Army Chaplain Corps Regimental Crest above the right front pocket flap or (if worn) above unit awards on the class A & B uniform.
- c. CAs wear the US Army Chaplain Assistant collar insignia on the Class A (green jacket) uniform on the upper left lapel. The insignia is a gold-colored pair of stylized hands enclosing a chapel with the door open, on a 1-inch disk. On the upper right lapel CAs wear the VA disk.